

# **\*\*\*CAREER OPPORTUNITY\*\*\***

## **THE UNITED STATES DISTRICT COURT DISTRICT OF DELAWARE**

**POSITION:** Generalist - Court Support

**ANNOUNCEMENT:** 02-04

**LOCATION:** Boggs Courthouse, 844 King Street, Wilmington, Delaware

**SALARY/TARGET GRADE:** \$30,901 - \$50,206 (CL-25)

**OPENING DATE:** April 3, 2002

**CLOSING DATE:** Until Closed

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### **POSITION OVERVIEW:**

The court support clerk is a generalist who works in the intake section of the Clerk's Office on a regular basis and provides assistance in the areas of docketing and courtroom attendance when needed. Duties may include:

- Receives and reviews incoming documents to determine conformity with rules, practices and/or court requirements.
- Collects appropriate fees.
- Serves as a receptionist and furnishes information to people within and outside of the court.
- Confers with the bar and other officials regarding cases and other matters.
- Covers arraignments, changes of plea, and sentencing of defendants in criminal cases.
- Covers civil matters including hearings and trials.
- Swears in witnesses and interpreters; impanels the jury and administers oaths to jurors.
- Records minutes of proceedings of the court and files exhibits.
- Prepares verdict forms, judgments, notices and taxations of cost.
- Dockets papers filed in cases and processes appeals.
- Performs other duties as assigned.

### **QUALIFICATIONS:**

Applicants for this position should possess a minimum of 2 years of specialized experience consisting of progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. The individual selected must be able to deal effectively with the District Judges, co-workers, the public, and the legal Bar. The individual must also be able to understand the rules and regulations of the Court. He or she must possess the ability to handle several functions of this office not directly related to this position. General computer and word processing skills are required. A team attitude and a willingness to adapt to a changing work environment are essential to maintain the Court's quality standards. Professional or businesslike approach and attire are required.

## **EDUCATION & EXPERIENCE:**

The completion of a degree in a law related field, or substantial and significant experience in a directly related field is preferred. Otherwise, the **minimum requirement** is the possession of a High School Diploma, GED, and experience in a directly related field. (Transcripts may be required for verification prior to the start of employment.)

## **BENEFITS:**

The United States District Court for the District of Delaware offers a generous benefit's package (*some benefits require a waiting period*) to full-time permanent employees which includes:

- 10 Paid Holidays
- 13 Days Paid Vacation ( for the first three years )
- 20 Days Paid Vacation ( after three years )
- 26 Days Paid Vacation ( after fifteen years )
- Medical Coverage
- Long Term Care Insurance
- Commuter Benefits
- Paid Sick Leave
- Retirement Benefits
- Life Insurance Plan Options
- Thrift Savings Plan
- Credit Union Participation
- Medical/Dependant care Reimbursement Accts.

## **INFORMATION FOR APPLICANTS:**

Submit resumes to: **Personnel, 844 King Street, Lock Box 18, Wilmington, Delaware, 19801-3570.**

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which action may occur without prior written notice or other notice. This job announcement may involve filling more than one position described herein.

The salary for this position will be based upon experience and education in accordance with the Court Personnel System of the U.S. Courts. Employees will be subject to a probationary period before permanent status is achieved. Advancement on the pay scale is contingent upon satisfactory performance.

This position is a mandatory EFT (Electronic Funds Transfer) participation for payment of net pay, i.e., Direct Deposit.

The United States District Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request.

Due to the volume of applications received, the United States District Court will only communicate to those individuals who will be tested or interviewed for open positions. If you are not notified by us, another candidate within the recruitment having more experience or higher qualification was selected.

The final candidate will be subject to a record check with law enforcement agencies. Verification of employment eligibility according to the Immigration Control and Reform Act of 1986 will be required of all new employees of the District Court.

The District Court will maintain position opening applications or resumes on file for future job openings and to quantify applicant data for statistical reporting requirements.

*If you have any questions regarding this announcement please contact our Personnel Specialist on (302) 573-6170*

**The U.S. District Court for the District of Delaware is an Equal Opportunity Employer**